

**United States Bankruptcy Court
Southern District of Georgia**

**Submitting Proposed Orders Electronically
(Revised: April 2006)**

Electronic Submission via CM/ECF

Except as the bankruptcy judge in a case may otherwise direct, parties submitting proposed orders to the clerk's office shall effect the submission electronically through the CM/ECF system. The proposed order shall be submitted as a separate document attachment titled as "proposed order" and filed with the relevant motion/application.

The following submission guidelines must be followed. **Failure to follow these guidelines will result in the return of the proposed order and subsequent delays in processing.**

- ◆ Transmit **ALL** proposed orders to conform to the approved sample order template as provided herein and accessible at www.gasb.uscourts.gov, under *CM/ECF Information, Forms*.
- ◆ Documents may be no larger than 8.5" x 11".
- ◆ Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this day of , 200_").
- ◆ Provide the names and addresses of **ALL** parties to be served under the heading "*Copies furnished to*". Do not include any service certification for the Clerk's Office to complete.
- ◆ Proposed orders shall be submitted as pdf documents and shall reference any related motions or applications.
- ◆ Pursuant to ECF Local Rule 8 - Signatures, each document filed electronically must include a signature block and must set forth the name, address, telephone number and the attorney's state bar registration number. Proposed consent orders requiring signature of more than one party must include either: 1) scanned images of all necessary signatures or 2) conformed signatures evidenced by an "s/" and language stating "The signatures represented by "s/" on this document conform to original signatures on the paper version of this document maintained by the filing user."

Submission by Computer Diskette

A party who is not able to effect the submission of a proposed order electronically, via ECF as a separate document attachment, shall submit a 3.5 inch floppy disk containing the proposed order to the Clerk's Office. The proposed order shall be submitted in a WordPerfect format together with any attachment, exhibit, or related document to be electronically entered in connection therewith.

The filer shall include a complete list of parties to be served, including mailing addresses, under the heading "*Copies furnished to*". Do not include any service certification for the Clerk's Office to complete. The list of parties shall be furnished as provided for in the approved proposed order template form provided herein and accessible at: www.gasb.uscourts.gov, under *CM/ECF Information, Forms*.

Submission by Conventional Means

Parties with or without legal representation who are excused by the Court from complying with the requirement to submit proposed orders electronically will be handled on a case-by-case basis. Except as the assigned bankruptcy judge directs, the proposed order shall conform to the approved template format and include a complete list of parties to be served, including mailing addresses, under the heading "*Copies furnished to*."

Electronic Submission via Email *(IN RESPONSE TO DEFICIENCY NOTICE ONLY)*

In the event a proposed order is not submitted electronically with a motion/application and a deficiency notice is issued by the clerk's office requiring a proposed order to be filed, the proposed order shall be emailed to the appropriate in-box for the assigned judge. Please note that proposed orders shall be submitted in this manner **only** in response to a deficiency notice or directive from the court.

Judge Davis Orders

ProposedOrders_LWD@gas.uscourts.gov
SalaryOrders_LWD@gas.uscourts.gov
ReleaseofWages_LWD@gas.uscourts.gov
OrderConfirmingPlan_LWD@gas.uscourts.gov

Judge Dalis Orders

ProposedOrders_JSD@gas.uscourts.gov
SalaryOrders_JSD@gas.uscourts.gov
ReleaseofWages_JSD@gas.uscourts.gov
OrderConfirmingPlan_JSD@gas.uscourts.gov

Judge Barrett Orders

ProposedOrders_SDB@gas.uscourts.gov
SalaryOrders_SDB@gas.uscourts.gov
ReleaseofWages_SDB@gas.uscourts.gov
OrderConfirmingPlan_SDB@gas.uscourts.gov

The proposed order must be sent as an attachment to the email and must be in word

processing format, **not** a *.PDF file. It must include the language “**Proposed Order**” in bolded large font (minimum of 20) at the top of the document.

Depending upon the type of order being submitted, the email **subject line** must include reference to the following:

- 1) Type of order being submitted (Order, Notice of Hearing, Negative Notice)
- 2) The Case Number in its' entirety (for example: 98-40021 LWD)
In the assignment of case numbers, the first two digits of the case number indicate the year in which the case is filed; the next number indicates the division; the next four digits reflect a sequential number based on the number of cases filed in that year; and the judge's initials assigned to the case.

Division numbers in the Southern District of Georgia are assigned as follows:

Augusta – Division 1
Brunswick – Division 2
Dublin – Division 3
Savannah – Division 4
Waycross – Division 5
Statesboro – Division 6

- 3) Debtor(s) Name or the Style of the Adversary

Please note that proposed orders will be sorted according to the information provided in the subject line; therefore, it is essential that filers provide the necessary information in the correct format for timely orders processing.

Transmission of Signed Orders/Text Orders

Pursuant to ECF Local Rule 10 - Notice of Court Orders and Judgments, immediately upon the entry of an order or judgment in an action assigned to the CM/ECF system, the clerk will transmit to filing users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Bankr.P 9022 for registered participants in the CM/ECF system.

The clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Bankruptcy Procedure. The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk's Office to effect service on any party who is not a CM/ECF registered participant.

"Text only" orders may be used by the court to grant an Application to Pay Filing Fees in Installments and other motions/applications. Please note that a "text only" order is simply an entry on the docket, without an attached document. Such orders are official and binding. The Notice of Electronic Filing email generated by the docket entry suffices as the order document.